



**OPPORTUNITY PROFILE**

# **EXECUTIVE DIRECTOR**

Youth for Christ Calgary

# 01 EXECUTIVE SUMMARY

Youth for Christ Calgary is looking for an Executive Director who is an experienced and transformational leader with a servant's heart and a passion for ministering to youth.

The Executive Director provides overall visionary and strategic leadership to the ongoing development of new and existing ministry programs. The Executive Director oversees the recruitment and development of staff for leadership, administrative, and ministry roles. The Executive Director is a faithful steward of resources and ensures YFC Calgary's positive fiscal performance through responsible budgeting and management of fundraising activities. The Executive Director is responsible for all activities outlined in YFC Calgary's bylaws and is accountable to the Board of Directors for the management and direction of the activities and affairs of YFC Calgary, including the overall spiritual welfare of the organization.

If you are a dynamic leader who wants to grow and develop the ministry programs of YFC Calgary, we would love to hear from you!



## 02 WHY CONSIDER THIS POSITION?

- You can make an impact on the youth of Calgary through YFC.
- You will be surrounded and supported by an experienced and committed staff.
- You will help shape and develop emerging leaders.
- A solid national organization structure will support you.
- You will be provided with significant learning and growth opportunities.
- You will join one of the most committed and capable teams of youth workers in Canada.
- YFC provides spiritual formation, spiritual guided retreats, coaching and training opportunities.
- We offer a competitive salary & a comprehensive health and dental benefits package.



# 03 COMMUNITY PROFILE



## GREATER CALGARY, ALBERTA

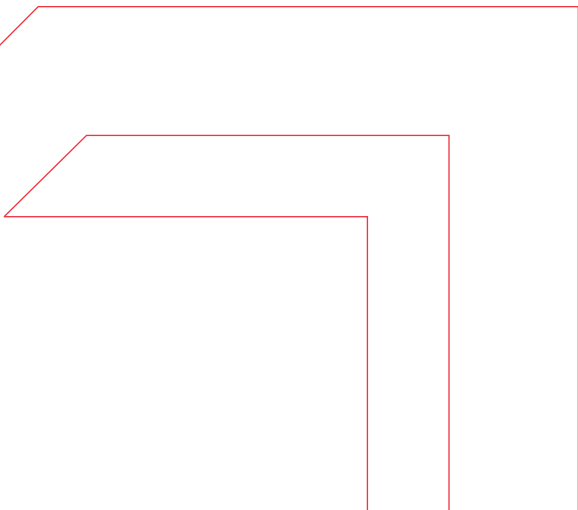
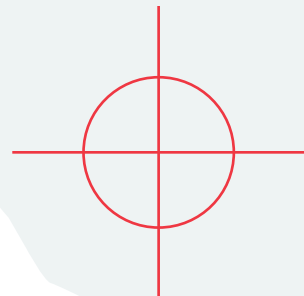
Calgary is the largest city in Alberta and is situated, in the foothills of the Rocky Mountains near the world famous Banff National Park.

Calgary ranks high for quality of life and is named one of the cleanest cities in the world. The city is known for its amazing food scene, surreal landscapes and outdoor activities. As well as being the financial centre of western Canada.

Whether you're taking in the annual "Greatest Outdoor Show on Earth" or enjoying some Alberta Beef, you will be greeted by western hospitality.

Calgary is a young, fast-growing city with dynamic and changing communities.

YFC Calgary supports both the Calgary metropolitan, as well as the bow valley area, which includes Canmore and Banff.



## WHY DO WE EXIST?

We exist to see....

Every young person living fully in Christ

## HOW DO WE BEHAVE?

- Centered on Christ
- Called to the Mission
- Committed to Relationships
- Seriously Fun

## WHAT DO WE DO?

Engage and equip youth to know and follow Jesus

## HOW DO WE SUCCEED?

- Saturated in Prayer
- Equip Staff and Volunteers
- Contextualized Youth Programming
- Partnerships



# 05 WHAT DOES THAT LOOK LIKE?

## CORE MINISTRIES

Creating clarity around our story, increasing organizational collaboration, ministry development, partner development and impact.



### INNOVATIVE CENTRES

Pursuing shared interests in inspiring environments



### CRITICAL CARE

Supporting youth experiencing systemic vulnerability



### COMMUNITY OUTREACH

Connecting through team and mentoring relationships



### LEADERSHIP DEVELOPMENT

Growing and discovering God's purpose for life



### TRIPS, CAMPS & EVENTS

Sharing experiences, adventure and social impact



### MARKETPLACE INITIATIVES

Developing employment skills and entrepreneurship

# 06 KEY RESPONSIBILITIES



## Staff Leadership and Development

- Ensures a comprehensive organizational strategy for team building, coaching, personal development, and staff care is developed.
- Provides overall leadership to the staff team and is held accountable for the performance of the organization.
- Responsible for the ongoing professional development of staff members; supports the professional well-being of all staff.
- Provides leadership at regular staff meetings.
- Ensures annual staff reviews are performed.
- Ensures a recruitment strategy is in place for leadership, administrative and ministry positions.

## Board of Directors

- Ensures effective monitoring, evaluation, and reporting on all organizational initiatives.
- Works with the board of directors on planning, policies, programs, personnel, finances, and facilities.
- Acts as a liaison between the board and YFC Canada as well as other agencies and like-minded ministries, locally, nationally, and Internationally.
- Sits as an ex-officio member of all committees established by the board of directors.
- Assists with recruitment and training for Board of Directors

## Programs

- Provides overall vision and leadership for the programs; maintaining their relevance and effectiveness in accordance with the mission statement and purposes of the organization.
- Ensure the development, implementation and monitoring of the organization's strategic plan
- Is responsible for the identification and implementation of new programming to meet the current needs of youth.

# 07 KEY RESPONSIBILITIES

## Community Relations

- Ensures that a positive and credible public image is developed and maintained for the YFC Calgary organization.
- Maintains regular communication with supporters, churches and community leaders; sharing with them the impact of YFC Calgary's ministry programs.
- Ensures the development of timely and relevant printed and digital materials.
- Engages in regular presentations to civic leaders, pastors, parents, schools, etc.
- Represent YFC publically at community events and seek ways of supporting what the community is focused on when appropriate.

## Fundraising and Donor Development

- Is responsible for oversight of the fundraising activities of YFC Calgary, including the creation of a dynamic fundraising strategic plan.
- Engages strategically in activities that expand the financial capacity of the organization, including donor meetings, public speaking engagements, and events.
- Invites and cares for ministry partners as a prayerful and financial support team.
- Maintains and grows the current donor base.
- Uses a management system program to track regular communication and personal contact, and seeks prayer and financial support for the organization.
- Ensure that staff are equipped for ministry partner development support raising.

## Finance and Administration

- Supervises the general administrative operations of YFC Calgary office.
- Ensures the development and implementation of adequate operational systems, procedures, and controls for the organization.
- Develops and operates within a board-approved budget and process.
- Ensures the financial operations of YFC Calgary are prepared annually for financial audits ensuring applicable accounting and legal processes are in place. Acts as main liaison with external auditor.



# 08 KEY RESPONSIBILITIES

- Is familiar with and adheres to YFC Canada's policies and guidelines, including the Charter by-laws and operating agreement that binds YFC Canada and Chapters together.
- Is familiar with and adheres to all applicable government regulations.
- Abides by and ensures YFC Calgary policy and procedure manuals are kept up-to-date and followed by staff and volunteers.
- Ensures that adequate and properly maintained facilities and equipment are available for YFC Calgary programs and staff.
- Operate the organization within the Non-Profit Charitable guidelines as given by the Canadian Revenue Agency.
- Attends yearly YFC Canada's AGM with the Board Chair and participates as a voting member.

## Spiritual and Personal Development

- Is a faithful and contributing member of a local church.
- Prays for and with staff, the board of directors, and the ministries of YFC Calgary.
- Spends time in spiritual reflection and development.
- Completes the YFC Canada credentialing process within two years of the start date.
- Participates in training and development courses, conferences, and workshops, as approved by the board of directors.
- Participates in the National YFC Ministry Conference, Leadership Conference, regional retreats, and other YFC Canada initiatives.



# 09 QUALIFICATIONS



## SKILLS/ABILITIES/EXPERIENCE

- Experience in leading a charitable organization at senior level and launching new initiatives.
- Preference given to candidates with > 5 years senior leadership experience.
- Experience working as part of a youth focused organization would be an asset
- Strong organizational and time management skills.
- Proven experience in fundraising and donor development.
- Strong verbal and written communication skills.
- Experience with managing and leading a team.
- Strategic thinking and planning skills.
- Ability to manage change.
- Visionary and motivating.
- Aligned with YFC Canada Statement of Faith and the Community Covenant.

## CHARACTER QUALITIES

- Has a humble and teachable spirit.
- Has a passion for the lost, the city, and youth.
- A servant leader: a heart after the heart of God.
- Coaching leader.
- Effective team builder.
- Engages in courageous conversations.
- Has a healthy work-life balance.
- Pursues personal accountability & integrity.
- Actively pursues personal and spiritual growth and development.



# 10 ESTIMATED SEARCH TIMELINE

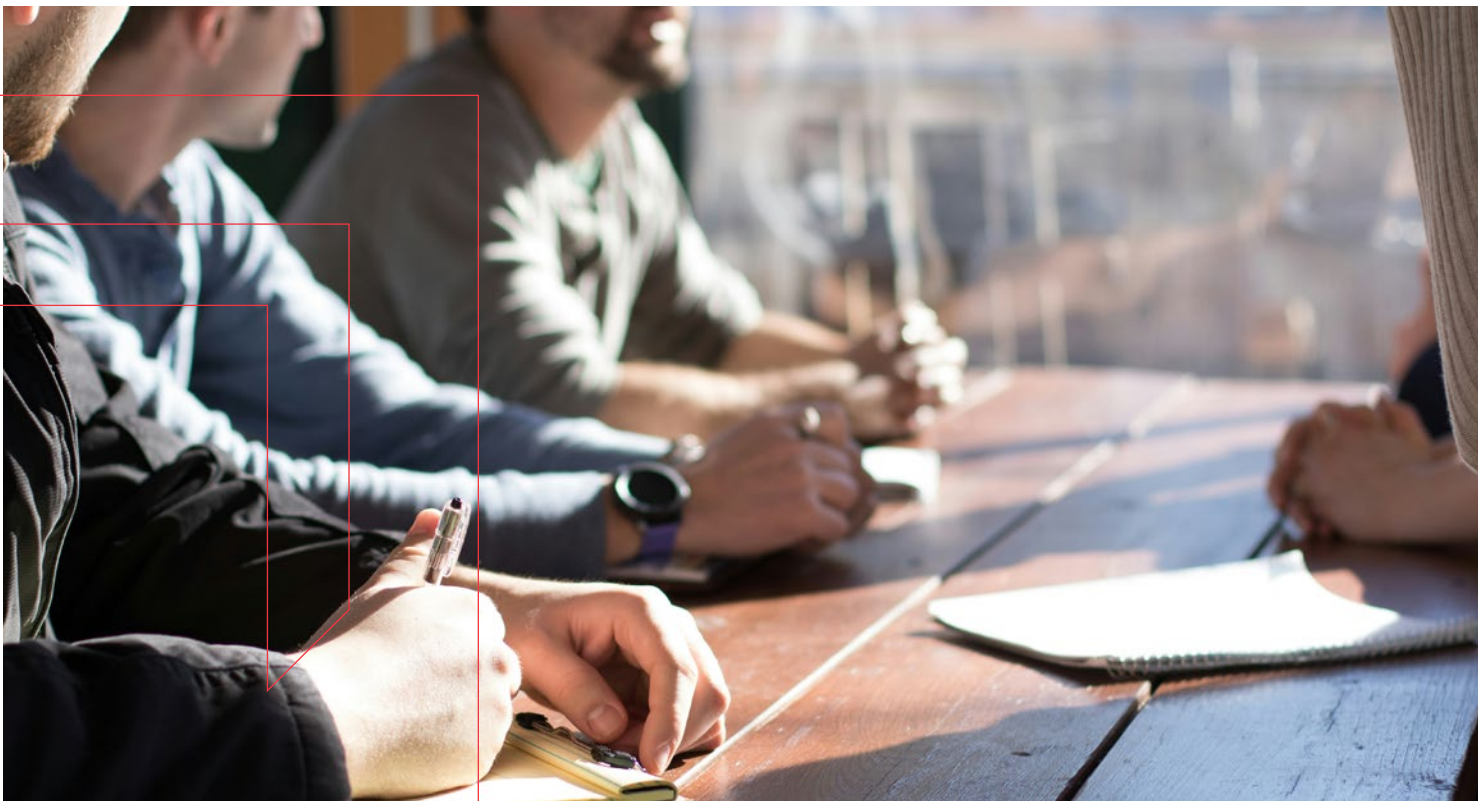
While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Location:** Calgary, AB

**Application Deadline:** June 7th, 2024

**Short List Interviews:** Taking place June and July 2024

**Hire Date:** Hoping to have the new ED start this summer or early Fall of 2024.



# HOW TO APPLY

Please send your resume and cover letter to [karen.livick@yfc.ca](mailto:karen.livick@yfc.ca).

At Youth for Christ Calgary, we believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts. We believe that embracing, endorsing, and learning from different leadership styles will grow the ministry and make it more effective.

We strongly encourage applicants of all abilities and ethnicities from all denominations who love Jesus and youth and are aligned with our vision and values, to consider applying for this role. We strive to achieve equity in the workplace. Accommodations are available on request for candidates taking part in the selection process. If you require accommodation during the recruitment process, please contact us at [403-703-3052](tel:403-703-3052).



